**How to Use NoodleTools**

[www.noodletools.com](http://www.noodletools.com)

Create a “project” (this is where you will keep all of your source citations and notecards for a project):

* On the My Projects screen, click on Create a New Project
* Choose MLA Advanced unless your teacher recommends another style
* Name your project in the Description box

Create a source citation:

* If your project is not already open, go to the My Projects screen and click on the project to open it
* On the Bibliography screen, under Works Cited, select a citation type and click Create Citation
* Follow the prompts to create the citation
* Be sure to answer as thoroughly as you can
* Be sure to click Check for Errors and make any necessary corrections before generating the citation
* Click Update Citation to add the source citation to your project

Create a notecard:

* On the Bibliography screen, to the right of the citation, there is a Notecards heading. Click New under that heading
* To avoid accidental plagiarism, copy and paste the actual words or images from a document into the Direct Quotation box before trying to paraphrase or summarize the idea
* If you paraphrase or summarize, type in the Paraphrase box
* Type any other notes in the My Ideas box
* Click Save when you are ready to save it
* You may go back and edit or print a notecard later
* You may create as many notecards as you need for each source citation

Create a “pile” (a group of related notecards):

* On the Notecards screen, click on a notecard icon and drag it on top of another related notecard to make a pile
* Enter a title for the pile when prompted if it is a new pile
* The pile of notecards will appear on the tabletop with the pile’s title and the number of notecards it contains

Generate and print the bibliography (works cited page):

* On the Bibliography screen, click Print/Export
* Click Formatting Options and make any necessary changes
* Click Export as RTF
* Open the resulting Word document and print it

Print notecards:

* On the Notecards screen, click the printer icon
* Select Export to Word and click Submit
* Choose from the options to print all or some notecards and click Submit
* Click Submit again
* Open the resulting Word document and print it
* Cut the paper to resemble actual index cards if desired